

Hand Carried to Shirley on 12/19/96

# FLYER

051-7  
December 19, 1996

**TO: Chief, HRMS**

**SUBJ: Retirement Information and Materials Available from the Office of Personnel Management's (OPM) Home Page on the World Wide Web (WWW)**

OPM has announced that they have made various retirement-related materials available on the WWW. More items will be added soon. The attached Benefits Administration Letter (BAL) Number: 96-712, dated December 13, 1996, issued by OPM provides the information needed to access this information. An alternative access to this information is also contained in the BAL for those of you who do not have access to the WWW. At this time, the Customer Advisory and Consulting Group will continue to send HRM offices copies of OPM issuances via fax and/or mailings.

Any questions regarding this Flyer may be directed to your geographic area contact within the Customer Advisory and Consulting Group.

Customer Advisory and Consulting Group (051)  
Office of Human Resources Management  
VA Central Office - Washington, DC

**Office of Personnel Management**  
*Retirement and Insurance Group*



**Benefits Administration Letter**

*Number: 96-712*

*Date: December 13, 1996*

<b>SUBJECT:</b>	Retirement Information and Materials Available from the OPM Home Page on the World Wide Web.
<b>PURPOSE</b>	This letter announces that the Office of Personnel Management has made various retirement-related materials available on the World Wide Web (WWW).
<b>BACKGROUND</b>	Some retirement-related materials have been published on the WWW to assist agencies and employees who have Internet Service Providers (ISP) with immediate access to the various brochures and information. More items will be added soon.
<b>FORMATS</b>	Retirement-related materials are available in the Portable Document Format (PDF) for viewing on-line with the Adobe Acrobat Reader. The brochures are also available in WordPerfect 5.1 format for downloading to local computer hard drives.
<b>WWW LOCATION</b>	<p>The OPM Home Page is accessed by pointing your WWW browser at the Uniform Resource Locator (URL)-</p> <p><a href="http://www.opm.gov">http://www.opm.gov</a></p> <p>The Retirement Programs Home Page can be accessed by using the Index to find the subject area of interest and clicking your mouse on the hyper text link letter. Alternatively, the Retirement Programs Home Page can be accessed by pointing your WWW browser at the Uniform Resource Locator (URL)-</p> <p><a href="http://www.opm.gov/retire">http://www.opm.gov/retire</a></p>
<b>FEEDBACK</b>	<p>Agencies and employees are encouraged to provide feedback to OPM so that services can be improved to meet their needs.</p> <p>Email messages about the OPM Home Page may be forwarded to the</p>

OPM Webmaster from a link available at the bottom of the page. Messages concerning the Retirement Programs Home Page may be forwarded to Retirement Program offices from links available at the bottom of the page.

#### ALTERNATIVE ACCESS

Retirement and insurance materials are also available on the OPM Mainstreet Bulletin Board Service (BBS). OPM Mainstreet can be reached with a computer and modem by calling (202) 606-4800.

Please note that the OPM Mainstreet Bulletin Board Service will continue in service as a supplement for agencies and other customers. The BBS will not discontinue service with the advent of the OPM Home Page and the associated retirement and insurance pages.

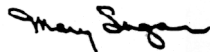
#### EMAIL PILOT PROJECT

We will explore the option of sending future Benefits Administration Letters and other guidance directly to agency headquarters level Benefits Officers who can receive internet email. This will provide our customers with the additional flexibility of receiving guidance directly in electronic format so that it may be stored on a local personal computer and/or reprinted on local printers. This will also allow Benefits Officers to forward original OPM guidance immediately to other agency personnel with access to internal or internet email.

Agency headquarters level Benefits Officers who have internet email capability should send a short internet email expressing their interest in receiving benefits information electronically to-

[asd@opm.gov](mailto:asd@opm.gov)

It is important to note that OPM uses UUENCODE/ UUDECODER to encode and decode attachments as ASCII documents. If your system uses another protocol, we will provide advice on how you may convert our documents for your local use.



Mary M. Sugar, Chief  
Agency Services Division